



# State of New Hampshire

DEPARTMENT OF ADMINISTRATIVE SERVICES  
25 Capitol Street - Room 100  
Concord, New Hampshire 03301  
[Office@das.nh.gov](mailto:Office@das.nh.gov)

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Charles M. Arlinghaus  
Commissioner  
(603) 271-3201

Joseph B. Bouchard  
Assistant Commissioner  
(603) 271-3204

Catherine A. Keane  
Deputy Commissioner  
(603) 271-2059

January 3, 2022

His Excellency, Governor Christopher T. Sununu  
and the Honorable Council  
State House  
Concord, New Hampshire 03301

### REQUESTED ACTION

Authorize the Department of Administrative Services, Division of Public Works Design and Construction to enter into an agreement with Smith, Alvarez, Sienkiewicz, Architects, P. C. (Vendor Code 260846) 117 St. Paul Street, 3<sup>rd</sup> Floor, Burlington, Vermont 05401) for Architectural Services required for planning, design and construction of various Public Works' Projects as necessary and required by the Department. The contract is effective from the date of Governor and Council approval through June 30, 2025. The amount expended under this agreement shall not exceed \$750,000.

### EXPLANATION

The Department proposes to retain the private consulting firm to expedite the current project workload and provide appropriate technical expertise as required for specific projects. This is one (1) of seven (7) open-ended agreements for Architectural Services that will be presented for approval. The agreement will enable the Department to respond quickly to unscheduled project requests and possible emergencies regarding Architectural issues. The decision as to which projects will be assigned will be made on a case-by-case basis depending on the particular expertise required and the firm's current workload.

This type of consulting agreement will be funded from the monies for each project. The majority of projects needing this type of Architectural Services consultant work are maintenance and capital funded projects.

This agreement is a proposed contract with the Architectural Services firm selected to provide on-call Architectural Services. It is anticipated that Architectural Services can be handled by seven (7) Architectural firms through the contract period.

The consultant selection process employed by the Department for this project is in accordance with RSAs 21-I:22, 21-I:22-c, and 21-I:22-d, all applicable Federal Laws and the Department's procedures for "Selection of Engineers, Architects and Surveyors"

dated July 28, 2005. Consensus scoring was used in this selection process in order to assure that the perspective of each committee member received proper consideration during scoring deliberations. Each committee member, which included Theodore Kupper, Michelle Juliano, Timothy Smith, and Gary Brown, brings different strengths and knowledge to the table. This allows thorough discussion and weighing of the different perspectives during the scoring process. This process also makes follow-up explanations to the unselected firms easier.

In June 2021, the Division of Public Works Design & Construction advertised in the Union Leader, the Division of Public Works Design & Construction website and email notification soliciting interest in providing on-call Architectural Services. The following twenty-one (21) consultant firms submitted letters of interest.

AG Architects, PC	PortOne Architects
Anzalone Associates, Frank	Scott & Partners
CHA	Smith, Alvarez, Sienkiewicz, Architects, P.C.
Duncan Douglas McCallum Architects	SMRT, Inc
Freeman French Freeman	Stone River Architects
Harriman Associates	Tennant Goucher Architects
JSA, Inc.	The H. L. Turner Group, Inc.
KOAL, PLLC	Warrenstreet Architects, Inc.
Lavallee Brensinger Architects	Weston & Sampson
Misiaszek Turpin, PLLC	Williams Architects, PLLC, Christopher P.
Oak Point Associates, P. A.	

These firms were evaluated based on years of experience, experience on relative projects and past experience with the Division of Public Works, if any. The ten (10) rated firms listed below, were sent a Request for Technical Proposals:

CHA	Scott & Partners
Freeman French Freeman	Smith, Alvarez, Sienkiewicz, Architects, P. C.
JSA, Inc.	SMRT, Inc
KOAL, PLLC	Stone River Architects
Oak Point Associates, P. A.	Tennant Goucher Architects

The proposals were rated on the comprehension of the assignment, clarity of the proposal, capacity to perform in a timely manner, quality and experience of the project manager and team, and overall suitability for the assignment.

It is now the Department's intent to enter into Statewide Consultant Service Agreements with the seven (7) highest rated firms as their legal documentation and Certificate of Insurance become available.

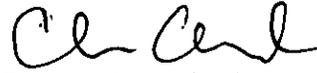
CHA	Smith, Alvarez, Sienkiewicz, Architects P. C.
JSA, Inc.	SMRT, Inc
KOAL, PLLC	Stone River Architects
Oak Point Associates, P. A.	

A copy of Smith, Alvarez, Sienkiewicz, Architects, P. C.'s Statement of Qualifications is provided, herewith, for your information and convenience.

The subject agreement has been approved by the Attorney General as to form and execution. Copies of the fully executed agreement are on file at the Secretary of

State's Office and the Department of Administrative Services, Division of Public Works  
Design & Construction.

Respectfully submitted,



Charles M. Arlinghaus,  
Commissioner

CHM/mak

Attachments

cc: Theodore Kupper, P. E.,  
Administrator

COMMITTEE PROPOSAL RATING FOR  
ARCHITECTURAL STATEWIDE

Consultant Name	Comprehension of Assignment	Clarity of Proposal	Capacity to Perform in a Timely Manner	Quality and Experience of PM/Team	Overall Suitability for the Assignment	Total Score	Cumulative Score	
<b>CHA</b>							<b>95.0</b>	<==== Highest Rating
Ted Kupper	5	4	4	5	5	23		
Michelle Juliano	5	4	5	4	5	23		
Gary Brown	5	5	5	4	5	24		
Tim Smith	5	5	5	5	5	25		
<b>Freeman French Freeman</b>							<b>59.0</b>	
Ted Kupper	3	3	3	4	3	16		
Michelle Juliano	3	3	3	3	3	15		
Gary Brown	2	2	3	3	3	13		
Tim Smith	3	2	3	4	3	15		
<b>JSA</b>							<b>82.0</b>	<==== Highest Rating
Ted Kupper	4	4	4	4	4	20		
Michelle Juliano	4	4	4	5	5	22		
Gary Brown	3	4	4	4	3	18		
Tim Smith	4	4	4	5	5	22		
<b>KOAL</b>							<b>94.0</b>	<==== Highest Rating
Ted Kupper	4	5	5	5	5	24		
Michelle Juliano	5	5	5	5	5	25		
Gary Brown	4	4	4	4	5	21		
Tim Smith	5	5	4	5	5	24		
<b>Oak Point</b>							<b>92.0</b>	<==== Highest Rating
Ted Kupper	4	4	5	5	5	23		
Michelle Juliano	4	4	5	5	5	23		
Gary Brown	4	4	5	4	4	21		
Tim Smith	5	5	5	5	5	25		
<b>Smith Alvarez Sienkiewicz</b>							<b>96.0</b>	<==== Highest Rating
Ted Kupper	4	4	5	5	5	23		
Michelle Juliano	5	5	5	5	5	25		
Gary Brown	4	5	5	5	5	24		
Tim Smith	5	5	4	5	5	24		
<b>Scott + Partners</b>							<b>78.0</b>	
Ted Kupper	4	4	4	4	4	20		
Michelle Juliano	4	4	4	4	4	20		
Gary Brown	4	4	4	3	3	18		
Tim Smith	4	4	4	4	4	20		
<b>SMRT</b>							<b>97.0</b>	<==== Highest Rating
Ted Kupper	4	5	5	5	5	24		
Michelle Juliano	5	4	5	5	5	24		
Gary Brown	5	5	5	4	5	24		
Tim Smith	5	5	5	5	5	25		
<b>Stone River</b>							<b>91.0</b>	<==== Highest Rating
Ted Kupper	4	4	4	5	5	22		
Michelle Juliano	4	4	4	5	5	22		
Gary Brown	5	4	5	4	5	23		
Tim Smith	5	5	4	5	5	24		
<b>Tennant Goucher</b>							<b>65.0</b>	
Ted Kupper	3	3	3	3	3	15		
Michelle Juliano	4	4	3	3	3	17		
Gary Brown	3	2	3	3	3	14		
Tim Smith	4	4	3	4	4	19		

## Explanation of Architectural Statewide Consultant

### Selection Committee

Members are selected using the approved guidelines for the Department of Public Works Design and Construction "Selection of Engineering, Architects, and Surveyor Services". Per these guidelines, the Committee should consist of the Department Administrator plus at least two other Project Managers.

The **Administrator** is a member of all the Selection Committees, serving to provide the larger perspective of the consultant capabilities that are desired, also bringing knowledge of the quantity of work and various types of anticipated projects the consultant may be called on to perform. He brings the perspective of achieving agency goals, using a balance of those consultants who have performed excellent work in the past, along with bringing in new consultant firms.

The **Assistant Administrator** manages the day-to-day oversight of the Consultant assignments, and is the second member of all the selection committees. Her job description specifically outlines her involvement in the management of consultants. She brings the expertise of the day-to-day working with consultants. Her past and present experience involves request interaction with consultants, including review of consultants' proposals and their engineering work.

The **Discipline Head** for the specific type of work for which the consultant is being hired (i.e. Mechanical, Civil, Architectural, Electrical, etc.), brings additional expertise concerning the capabilities of various consultants with whom they have worked. Their years of project management experience provide the more detailed perspective about the various consultants' strengths or weaknesses and how they would fit with the project need.

Administrator PM7	Theodore Kupper – 7 years State service 35 year private sector
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Assistant Administrator PM5	Michelle Juliano – 33 years State service
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Architect PM4	Gary Brown – 9 years State service 34 years private sector
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Architect PM4	Timothy Smith – 9 years State service 23 years private sector
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**SMITH, ALVAREZ, SIENKIEWYCZ ARCHITECTS, P.C.**

**Unanimous Written Consent of Shareholders  
To Action in Lieu of Special Meeting**

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The undersigned, being the duly authorized and registered holders of all of the issues and outstanding shares of voting stock of Smith, Alvarez, Sienkiewicz Architects, P.C., a professional corporation organized and existing under the laws of the State of Vermont (the "Corporation"), do hereby, individually and collectively, consent that the following actions be taken as and for actions of the Corporation and its shareholders in lieu of a special meeting as authorized and permitted under Section 11A V.S.A. '7.04(a):

**RESOLVED**, that Martin Val Sienkiewicz, Vice President of the Corporation, is hereby authorized to sign and execute any and all contracts and agreements between the Corporation and the State of New Hampshire Adjutant General's Department of Concord, New Hampshire relating to an agreement or agreements to perform architectural services.

Under the provisions of Vermont's Business Corporation Act, the within Unanimous Consent has all the legal effect of a vote taken at a duly warned and noticed meeting of the shareholders and may be described as a meeting, meeting vote or vote of the shareholders in any document.

Dated: 1.7.72

  
Stephen Harrison Smith, III, Shareholder

  
Brenda Temple Alvarez, Shareholder

  
Martin Val Sienkiewicz, Shareholder

# State of New Hampshire

## Department of State

### CERTIFICATE

I, William M. Gardner, Secretary of State of the State of New Hampshire, do hereby certify that SMITH, ALVAREZ, SIENKIEWYCZ ARCHITECTS, P.C. is a Vermont Professional Profit Corporation registered to transact business in New Hampshire on April 14, 2015. I further certify that all fees and documents required by the Secretary of State's office have been received and is in good standing as far as this office is concerned.

Business ID: 724371

Certificate Number: 0005344403



IN TESTIMONY WHEREOF,

I hereto set my hand and cause to be affixed  
the Seal of the State of New Hampshire,  
this 9th day of April A.D. 2021.

A handwritten signature in black ink, appearing to read "William M. Gardner".

William M. Gardner  
Secretary of State



SMITALV-01

NAGESHPRAKASH

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/3/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> NFP Property & Casualty Services, Inc. PO Box 2127 620 Hinesburg Road South Burlington, VT 05407	<b>CONTACT NAME:</b> Karra LaPointe <b>PHONE (A/C, No, Ext):</b> (617) 405-1647 <b>FAX (A/C, No):</b>	
	<b>E-MAIL ADDRESS:</b> karra.lapointe@nfp.com	
<b>INSURED</b> Smith Alvarez Sienkiewicz Architects PC 117 St. Paul Street 3rd Floor Burlington, VT 05401	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> Citizens Insurance Company of America	<b>NAIC #</b> 31534
	<b>INSURER B:</b> Allmerica Financial Alliance Insurance Company	<b>10212</b>
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	OBVD069029 05	11/9/2021	11/9/2022	EACH OCCURRENCE: \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence): \$ 300,000 MED EXP (Any one person): \$ 10,000 PERSONAL & ADV INJURY: \$ 1,000,000 GENERAL AGGREGATE: \$ 2,000,000 PRODUCTS - COMP/OP AGG: \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		OBVD069029 05	11/9/2021	11/9/2022	COMBINED SINGLE LIMIT (Per accident): \$ 1,000,000 BODILY INJURY (Per person): \$ BODILY INJURY (Per accident): \$ PROPERTY DAMAGE (Per accident): \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED:      RETENTION \$		OBVD069029 05	11/9/2021	11/9/2022	EACH OCCURRENCE: \$ 3,000,000 AGGREGATE: \$ 3,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	WKVD069078 05	11/9/2021	11/9/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT: \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE: \$ 1,000,000 E.L. DISEASE - POLICY LIMIT: \$ 1,000,000
A	Professional Liability		OBVD069029 05	11/9/2021	11/9/2022	Limit / Ded. \$5,000      100,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Section 3A State: VT  
 Section 3C: All except ND, WA, WY and OH

STATE, its agencies, and its agents and employees are named Additional Insured as respects to General Liability so long as a written contract or agreement to such exists with the named insured prior to a loss.

<b>CERTIFICATE HOLDER</b>  State of NH Department of Administrative Services PO Box 483 Concord, NH 03302	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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SMITH-1

OP ID: BC

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/14/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Poole Professional B&B of MA 107 Audubon Rd, #2, Ste 305 Wakefield, MA 01880 Thomas M. Mullard	<b>CONTACT NAME:</b> Thomas M. Mullard	
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURER A:</b> XL Specialty Insurance Company		37885
<b>INSURER B:</b>		
<b>INSURER C:</b>		
<b>INSURER D:</b>		
<b>INSURER E:</b>		
<b>INSURER F:</b>		

## COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR. I.D. NO.	TYPE OF INSURANCE	ADDL. INSR.	SUBR. W/O/D	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  (GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJ. <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP. (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> Hired AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	<b>Arch/Eng/Prof Liab</b> Incl Pollution			DPR9987184	01/21/2022	01/21/2023	Per Claim 2,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Note: PL deductible \$35,000

<b>CERTIFICATE HOLDER:</b>  STATE-5  State of New Hampshire Dept Admin Services PO Box 483 7 Hazen Drive Rm 250 Concord, NH 03302-0483	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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